



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IX	Administrative	
Chapter:	G	Information Management	2-26-1988
Subchapter:	2	Publications	
Issuance:	200	Authorship	

Background

2-26-88

As part of its responsibilities as the state's comprehensive social services agency for children, families and adults, CP&P continuously secures and analyzes information necessary to make informed judgments about critical issues related to its lawful mandated goals and purposes. To do this, CP&P relies on several central and field office support units. The Bureau of Research, Evaluation and Quality Assurance reviews the literature of welfare practice and research on the family, children and the elderly; surveys the experiences of other state social services agencies; conducts caseload studies by analyzing CP&P computerized record files and case records and by interviewing field staff; and evaluates new service ideas and pilot programs, particularly when these innovations are funded through grants. In addition, other Central Office support units and regional support staff are often called upon to carry out program surveys or policy analyses of a similar nature in their respective areas of expertise.

As a secondary outgrowth of the above, CP&P also encourages scholarly pursuits and the publication of articles, books, documents, etc. by its staff. CP&P recognizes that such pursuits will lead to the creation of documents for internal distribution, for use by other state agencies, for dissemination among the public, presentation at academic meetings, and/or for publication in relevant government and private publications. However, reports, data, grant applications and documents produced as a regular part of its employees' jobs are the property of CP&P, the Department and the State of New Jersey.

Framework

2-26-88

This manual section outlines CP&P policy with respect to:

- the review and approval process necessary for the crediting of authorship to CP&P employees who prepare formal agency reports of any kind, research, planning or evaluation studies, grant proposals, certain manuals, articles or slide shows as

authorized regular work assignments of CP&P or one of its units;

- the review and approval process necessary for the public release of documents prepared as an authorized, regular work assignment of CP&P or one of its units; and
- the rights and responsibilities of CP&P employees regarding the preparation of reports, documents, articles, etc. for publication or presentation in a professional journal or setting as an authorized, regular work assignment of CP&P or one of its units, and the identification of a CP&P employee in a report, document, article, etc. prepared on the employee's own time.

Designation of Authorship for Reports Prepared as a CP&P Work Assignment 2-26-88

This section of the policy contains procedures governing the circumstances under which a CP&P employee who prepares a report, document, article, etc. as an authorized regular work assignment of CP&P should be identified as the author of the written CP&P product.

Criteria 2-26-88

The procedures deal with documents and reports which, in the judgment of the unit head (supervisor, manager, bureau chief, administrator):

- constitute a substantive document that requires or reflects a substantial amount of effort, research, creativity and originality; and
- require or reflect a high level of skill and quality in research, evaluation, writing or imagination.

This policy governs documents mostly of an internal nature but also some that might be distributed to or seen by clients and the public, including but not limited to:

- a formal agency report of any kind;
- a research, planning or evaluation study;
- a literature review;
- a concept or issue paper;
- a grant proposal (except one initially submitted to the potential funding source);
- a slide show; or
- certain how-to or advocacy documents to help clients.

Procedures 2-26-88

The unit head, utilizing the two criteria as noted above, makes a recommendation to the proper deputy director or assistant director when he

deems such a product is worthy of including all or a portion of the following identifying information on the cover page:

- title,
- author's name,
- unit, division and department,
- date.

With the concurrence of the appropriate deputy director or assistant director, the unit head decides whether only the CP&P unit(s) responsible for preparing the document should be identified. In the case of larger documents, or where the contribution of others are extensive, an "acknowledgements page," appearing as the first page after the cover, will be used to give credit to others involved after the unit head consults with the authors. The same two criteria are to be used by higher level management in approving or disapproving these judgments.

Original copies of grant proposals to be sent directly to the funding source will contain no author credits or identifying information unless specifically requested by the grantor. However, the following statement will appear inside the cover page of the original copies of the proposal sent to any funding source.

"This proposal was prepared by the New Jersey Division of Child Protection and Permanency' (unit or Bureau), and is solely intended for use in (funding source) grant application procedure. Any other use of the material contained herein must be authorized by the Division of Child Protection and Permanency." (Date)

If the unit head feels, after the original grant proposal has been submitted, that the basic text should be prepared for dissemination and receives the proper approval, the proposal narrative will be amended to include a cover page with agency and author credits, and will be referenced in appropriate CP&P publication list(s).

Author credits will not be considered for the following:

- speech writing or the preparation of briefing documents, memoranda, or testimony to be used by senior CP&P staff;
- items such as brochures or booklets describing CP&P programs, that are published by CP&P solely for the purpose of dissemination in large quantities to clients or constituents as (a) technical assistance materials, (b) help in getting CP&P services, or (c) help in complying with CP&P standards;
- manuals of standards governing facilities, agencies or programs subject to the licensing or regulatory authority of CP&P; or
- internal procedural and policy manuals.

Review and Approval Process for the Release to the Public of Documents

Prepared as a CP&P Work Assignment 2-26-88

Since all products of CP&P staff completed as part of their employment, whether or not authorship credit is given, are basically considered to have been prepared for use by the CP&P Director, only the CP&P Director may approve a document for dissemination to the public or other agencies. If a unit head feels that a document should be made available to the public, other agencies, or clients, he must submit it to the deputy or assistant director for approval and then to the CP&P Director who makes the final decision. Once a document has been approved by the CP&P Director for dissemination as described above, the document will be considered to be in the public domain.

Outside (non-state) Publication of Staff Work

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This section of the policy contains procedures governing the circumstances under which a CP&P employee, utilizing or drawing upon CP&P products or his own CP&P work experience, is permitted to: 1) prepare a report, document, article, etc. for publication or presentation in a professional setting, etc. as an authorized regular work assignment of the CP&P; or 2) identify himself as a CP&P employee in a report, document, article, etc. that was prepared on the employee's own time.

CP&P encourages its staff to enhance their knowledge, experience and reputation as professional social (welfare) researchers (and practitioners) through the placement of materials, articles, etc. in professional journals in the social service and allied disciplines. As a corollary to this, CP&P will seek to develop quality reports and other documents when the unit head, with the concurrence of his superior, determines that it is in the best interest of the CP&P to do so. CP&P staff will be expected to share ideas, suggestions or proposals for research, projects and for publication with the unit head or their designated supervisor to the best degree that their knowledge and ability permits. CP&P reserves the right of first refusal to pursue these topics as part of the employee's or a designated group of employees' official work assignment(s) after a consideration of the topic in the context of:

- CP&P goals, priorities, and needs;
- the nature of the project's topic and the demands it poses for professionally acceptable analysis; and/or
- the workload constraints of CP&P and the unit itself.

When a project is accepted as part of the responsibilities of the unit and has been completed as part of the employee's work, the staff member involved must have the final approval of the CP&P Director before submitting any resulting documents done on office time for outside (non-state) publication.

Unit staff interested specifically in preparing an article/report on CP&P time for publication or presentation at professional meetings or in journals, periodicals, newspapers, magazines or any other outside (non-state) publication shall seek and receive the prior review and approval of the appropriate deputy or assistant director and the CP&P Director in order to determine whether the preparation of

such an article/report meets all of the following conditions:

1. the article/report deals with a subject, research study or report, or effort connected with the employee's responsibility as a member of the (unit's) staff; and
2. the article/report is a part of a CP&P work assignment or will be a part of a CP&P work assignment on the basis of the discussion with the unit head and his/her superior; and
3. the preparation of the article/report does not upset other workload priorities.

If management finds that the first two criteria noted have been met, but the unit's workload or decision by management does not permit an employee to prepare an article as a regular work assignment in time to meet a deadline (established by a publisher, journal or paper or meeting coordinator) for timely and relevant publication, CP&P employees have the option of preparing the article on their own time. In such a case, the publisher must not identify the author as an employee or representative of CP&P unless the document is reviewed in advance of publication and approved by the CP&P Director.

If an article/report does not meet the three conditions noted, it may be prepared and submitted by the employee for publication independently but he may not be identified as working with CP&P unless the document is reviewed in advance of publication and approved by the CP&P Director. In these instances, the employee shall prepare the document on his own time and shall not be subject to approval of the final draft. Such employee shall not utilize material or personnel resources of CP&P but shall have access to CP&P data and/or resources that are in the public domain and that would legally be available to the general public upon request. In all cases, the employee must request in writing and receive the permission of the CP&P Director to use data, reports, or other products of CP&P activity when these products are not in the public domain. Permission or refusal to use such confidential materials may be granted at the discretion and approval of the CP&P Director, in accordance with the provisions of legislation governing client confidentiality and conflict of interest, if applicable.

Fees, Honorariums, or other Compensation

12-13-94

In accordance with the DCF Code of Ethics, Department employees may accept fees for speeches or published works, from a source other than the State of New Jersey, only when:

1. the speech or publication was not completed during Department work time;
2. no confidential materials unavailable to the general public were used and the subject matter deals with the employee's general expertise and in no way deals directly with the employee's area of responsibility in his/her official position. Additionally, the employee may not use his/her official title on published works

- for which a fee is paid;
3. no State of New Jersey equipment or property was used to prepare the speech or publication; and,
 4. the source is not subject to the regulations/oversight of the DCF agency in which the participating employee works.

Exhibit A Title Page

2-26-88

Exhibit A

Title

Prepared By: Bureau of Research,
Evaluation and Quality Assurance
Division of Child Protection and
Permanency
Department of Children and Families
(Date)

Exhibit B Title Page

2-26-88

Exhibit B

Title

Prepared By: (author's name)
Division of Child Protection and Permanency
Bureau of Research, Evaluation and
Quality Assurance
Division of Child Protection and Permanency
Department of Children and Families
(Date)